

CHILD CARE CENTER COMPLIANCE RECORD PART 1, GENERAL PROVISIONS

Michigan Department of Human Services
Bureau of Children and Adult Licensing

1. License/Registration Number

2. Date of Determination

3. Name Center

C = Compliance V = Violation

C	V	RULES
		R 400.5102 Licensee
<input type="checkbox"/>	<input type="checkbox"/>	(1)(a) Demonstrate good moral character and suitable to meet the needs of children.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Criminal history record check, criminal records check and CPS check.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Comply with 1973 PA 116 and rules.
<input type="checkbox"/>	<input type="checkbox"/>	(2)(a) Notify and submit credentials within 30 days of hiring a new program director.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Criminal history check before offering employment.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Written screening policy.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Written plan for compliance with the CPS.
<input type="checkbox"/>	<input type="checkbox"/>	(e) Written abuse/neglect statement signed by staff.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Develops and implements a written, on-going staff training plan which includes:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Minimum training requirements noted in rules.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Child development, curriculum, discipline, health & safety, nutrition, working with parents, licensing rules.
<input type="checkbox"/>	<input type="checkbox"/>	(4) The licensee posts:
<input type="checkbox"/>	<input type="checkbox"/>	(a) The current license.
<input type="checkbox"/>	<input type="checkbox"/>	(b) A copy of the current regulations.
<input type="checkbox"/>	<input type="checkbox"/>	(c) A notice stating if the child care center requires a criminal history check on its employees or volunteers.
<input type="checkbox"/>	<input type="checkbox"/>	(5) Center maintains licensed capacity and age ranges.
<input type="checkbox"/>	<input type="checkbox"/>	(6) Children are released to authorized persons.
<input type="checkbox"/>	<input type="checkbox"/>	(7)(a) Licensee provides access to records, materials, and staff.
<input type="checkbox"/>	<input type="checkbox"/>	(7)(b) Information provided by licensee is accurate and truthful.
<input type="checkbox"/>	<input type="checkbox"/>	(8) Information retained for at least 4 years.
<input type="checkbox"/>	<input type="checkbox"/>	(9) Smoking does not occur:
<input type="checkbox"/>	<input type="checkbox"/>	(a) In the child care center.
<input type="checkbox"/>	<input type="checkbox"/>	(b) On field trips and in vehicles.
		R 400.5102a Staff training requirements
<input type="checkbox"/>	<input type="checkbox"/>	(1) One caregiver with CPR and 1 st aid on duty.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Current caregivers completed blood-borne pathogen training.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Within 6 months of hire each caregiver completes blood-borne pathogen training.
<input type="checkbox"/>	<input type="checkbox"/>	(4) 12 clock hours of annual training excluding CPR, 1 st aid, and blood borne pathogen training.
<input type="checkbox"/>	<input type="checkbox"/>	(6) Caregivers have training on safe sleep and shaken baby syndrome, prior to caring for infants and toddlers.
<input type="checkbox"/>	<input type="checkbox"/>	(7) Verification of professional development on file.
		R 400.5103 Program director qualifications; responsibilities
<input type="checkbox"/>	<input type="checkbox"/>	(1) A program director is present:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Full time for programs operating less than 6 hours.
<input type="checkbox"/>	<input type="checkbox"/>	(b) 50% of the time children are in care, but at least 6 hours for programs operating 6 or more hours.

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<input type="checkbox"/>	<input type="checkbox"/>	(2) A program director:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Is at least 21.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Has high school diploma/GED.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Has CPR and first aid.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Completes 12 clock hours of annual training.
<input type="checkbox"/>	<input type="checkbox"/>	(e) Develops, implements, evaluates center policies and program.
<input type="checkbox"/>	<input type="checkbox"/>	(f) Administers day-to-day operations.
<input type="checkbox"/>	<input type="checkbox"/>	(g) Monitors and evaluates staff.
<input type="checkbox"/>	<input type="checkbox"/>	(3) The center ensures the program director complies with (3)(a) – (g).
<input type="checkbox"/>	<input type="checkbox"/>	(4) At least 2 semester hours or 3.0 CEUs in child care administration.
<input type="checkbox"/>	<input type="checkbox"/>	(5) Program directors employed as a program director for 2 years before effective date of rules are rules exempt from (3) and (4).
<input type="checkbox"/>	<input type="checkbox"/>	(6) Program directors employed as a program director for less than 2 years have before effective date of rules until 12-08 to complete the requirements in (3) and (4).
<input type="checkbox"/>	<input type="checkbox"/>	(7) Program directors hired within 1 year after the effective date of these rules have 1 year to complete the requirements in (3) and (4).
<input type="checkbox"/>	<input type="checkbox"/>	(8) Program director appoints qualified substitute for a lead caregiver who is absent for more than 30 consecutive workdays.
<input type="checkbox"/>	<input type="checkbox"/>	(9) Program director qualifications kept on file.
		R 400.5103a Lead caregiver qualifications; responsibilities.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Lead caregiver:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Oversees the classroom program and child assessment.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Oversees caregiving staff and care/supervision of children.
<input type="checkbox"/>	<input type="checkbox"/>	(3) At least 1 lead caregiver is assigned to each group of children:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Full time for programs operating less than 6 hours.
<input type="checkbox"/>	<input type="checkbox"/>	(b) At least 6 hours per day for programs operating 6 or more hours.
<input type="checkbox"/>	<input type="checkbox"/>	(4) The lead caregiver:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Is at least 19.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Has a high school diploma/GED.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Has certification in CPR and first aid.
<input type="checkbox"/>	<input type="checkbox"/>	(5) Lead caregiver qualifications meet (5)(a) – (g).
<input type="checkbox"/>	<input type="checkbox"/>	(6) Infant/toddler lead caregivers have 3 semester hours or 4.5 CEUs in infant/toddler development and care practices.
<input type="checkbox"/>	<input type="checkbox"/>	(7) Center complies with subrules (5) and (6) by 12-08.
<input type="checkbox"/>	<input type="checkbox"/>	(8) Lead caregiver qualifications kept on file.

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		R 400.5104 Staff
<input type="checkbox"/>	<input type="checkbox"/>	(1) Staff are of responsible character and suitable.
<input type="checkbox"/>	<input type="checkbox"/>	(2) A staff member is not present in the center if convicted of:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Child abuse or child neglect.
<input type="checkbox"/>	<input type="checkbox"/>	(b) A felony involving harm or threatened harm within 10 years preceding the date of hire.
<input type="checkbox"/>	<input type="checkbox"/>	(3) A staff member provides documentation that he/she is not a perpetrator of abuse or neglect.
		R 400.5104a Volunteers
<input type="checkbox"/>	<input type="checkbox"/>	(1) A volunteer shall not have unsupervised contact with children if convicted of:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Child abuse or child neglect.
<input type="checkbox"/>	<input type="checkbox"/>	(b) A felony involving harm or threatened harm within 10 years preceding the date of volunteering.
<input type="checkbox"/>	<input type="checkbox"/>	(2) A volunteer provides documentation that he/she is not a perpetrator of abuse or neglect.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Center establishes and maintains a written policy regarding supervision of volunteers
		R 400.5104b Health of staff and volunteers; report
<input type="checkbox"/>	<input type="checkbox"/>	(1) Health reports for staff and volunteers are on file.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Evidence that staff and volunteers are free from communicable tuberculosis.
		R 400.5105 Supervision and ratio.
<input type="checkbox"/>	<input type="checkbox"/>	(1) The center provides appropriate care and supervision of children.
<input type="checkbox"/>	<input type="checkbox"/>	(2) 2 staff present when 7 or more children over 3 years of age in care.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Child/staff ratios:
<input type="checkbox"/>	<input type="checkbox"/>	(a) 3 years of age, 1:10.
<input type="checkbox"/>	<input type="checkbox"/>	(b) 4 years of age, 1:12 children.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Mixed ages in the same room or in a well-defined space; ratios based on the age of the youngest child.
<input type="checkbox"/>	<input type="checkbox"/>	(4) An exception to subrule (2) when the center is transporting children and complies with R 400.5611(2), (3), and (4).
<input type="checkbox"/>	<input type="checkbox"/>	(5) For infants, young toddlers, and older toddlers, child staff/ratio as required in R400.5201c.
<input type="checkbox"/>	<input type="checkbox"/>	(6) For school-age children, child/staff ratio as required in R400.5303a
		R 400.5106 Program
<input type="checkbox"/>	<input type="checkbox"/>	(1) Developmentally appropriate program includes:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Physical development.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Social development.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Emotional development.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Intellectual development.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Activities provided daily:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Quiet and active.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Individual, small groups, and large groups.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Large and small muscle.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Child initiated and staff initiated.

C	V	RULES
<input type="checkbox"/>	<input type="checkbox"/>	(e) Developmentally appropriate language and literacy experiences.
<input type="checkbox"/>	<input type="checkbox"/>	(f) Early math and science experiences.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Daily activities so that each child:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Feels successful and develops independence.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Encourage creativity.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Learns new ideas and skills.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Participates in imaginative play.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Television, video tapes, movies, electronic devices and computers suitable to the age of the child.
<input type="checkbox"/>	<input type="checkbox"/>	(a) Programs/movies with violent or adult content not permitted.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Other activities are available during television or movie viewing.
<input type="checkbox"/>	<input type="checkbox"/>	(5) Daily activity guide is prepared and posted in a place visible to parents.
<input type="checkbox"/>	<input type="checkbox"/>	(6) Center provides daily outdoor play for children in attendance 5 or more continuous hours per day, unless prevented by inclement weather.
<input type="checkbox"/>	<input type="checkbox"/>	(7) Center provides naptime or quiet time when children under school-age are in attendance 5 or more continuous hours per day.
<input type="checkbox"/>	<input type="checkbox"/>	(8) Center provides opportunities to rest for children less than 3 years of age regardless of the number of hours in care.
<input type="checkbox"/>	<input type="checkbox"/>	(9) Center permits infants to eat and sleep on demand.
<input type="checkbox"/>	<input type="checkbox"/>	(10) For children with special needs, licensee works with the parents, medical personnel or other professionals to provide care according to the child's identified needs.
<input type="checkbox"/>	<input type="checkbox"/>	(11) Center permits parents to visit the program during hours of operation.
		R400.5107 Discipline
<input type="checkbox"/>	<input type="checkbox"/>	(1) Staff use positive methods of discipline.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Staff refrain from using prohibited forms of punishment.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Non-severe/developmentally appropriated discipline or restraint is used when reasonably necessary.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Discipline policy is developed and implemented. It is:
<input type="checkbox"/>	<input type="checkbox"/>	(a) In written form.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Age appropriate.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Provided to staff and parents.
		R 400.5108 Equipment
<input type="checkbox"/>	<input type="checkbox"/>	(1) Center provides an adequate and varied supply of play equipment, materials, and furniture, which is:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Appropriate to the developmental needs and interests of child
<input type="checkbox"/>	<input type="checkbox"/>	(b) Safe, clean, and in good repair.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Child-sized or appropriately adapted.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Easily accessible to the children.
<input type="checkbox"/>	<input type="checkbox"/>	(2) At least 3 playspaces per child in the licensed capacity.
<input type="checkbox"/>	<input type="checkbox"/>	(3) At least 2 playspaces are available and accessible per child in attendance on any given day.

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<input type="checkbox"/>	<input type="checkbox"/>	(4) Equipment and materials provide for:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Large and small muscle activity.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Sensory exploration.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Social interaction and dramatic play.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Discovery and exploration.
<input type="checkbox"/>	<input type="checkbox"/>	(e) Early math and science experiences.
<input type="checkbox"/>	<input type="checkbox"/>	(f) Creative experiences through art, music, and literature.
<input type="checkbox"/>	<input type="checkbox"/>	(5) The center provides a complete equipment inventory before initial licensure and updated at each renewal.
		R 400.5109 Sleeping equipment
<input type="checkbox"/>	<input type="checkbox"/>	(1) The center provides a cot or mat constructed of a fabric or plastic which is easily cleanable:
<input type="checkbox"/>	<input type="checkbox"/>	(a) For any child less than school-age enrolled for 5 or more continuous hours.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Upon parent's request for any child in attendance.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Each child is provided with a sheet or blanket:
<input type="checkbox"/>	<input type="checkbox"/>	(a) For the exclusive use of one child between launderings.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Washed weekly or more often if soiled.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Stored so it is not in contact with other bedding.
<input type="checkbox"/>	<input type="checkbox"/>	(4) All occupied cots and mats are spaced at least 18 inches apart to provide a free and direct means of egress.
		R 400.5109a Nighttime care
<input type="checkbox"/>	<input type="checkbox"/>	If a child is in care between 11 p.m. and 6 a.m.:
<input type="checkbox"/>	<input type="checkbox"/>	(a) A separate area away from sleeping children where the child can engage in quiet activities
<input type="checkbox"/>	<input type="checkbox"/>	(b) A bed and mattress, with a waterproof covering, of age-appropriate size.
		R 400.5110 Food services and nutrition
<input type="checkbox"/>	<input type="checkbox"/>	(1) Snacks and meals are provided by the center, except when:
<input type="checkbox"/>	<input type="checkbox"/>	(a) A majority of the children are in attendance less than 4 hours.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Food is provided by a parent.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Food provided by the center is of sufficient quantity and nutritional quality.
<input type="checkbox"/>	<input type="checkbox"/>	(3) A child is served the required meals and snacks.
<input type="checkbox"/>	<input type="checkbox"/>	(4) The center assures that no child is deprived of a snack or meal.
<input type="checkbox"/>	<input type="checkbox"/>	(5) Menus are planned in advance, dated, and posted, with food substitutions noted on the menus.
<input type="checkbox"/>	<input type="checkbox"/>	(6) The center assures that a child with special dietary needs is provided with snacks and meals in accordance with the child's needs and the parent's or physician's instructions.
<input type="checkbox"/>	<input type="checkbox"/>	(7) Adequate staff are provided so that food service activities do not detract from direct care and supervision of children.

C	V	RULES
		R 400.5111 Children's records
<input type="checkbox"/>	<input type="checkbox"/>	(1) At the time of the child's initial attendance, a child information card, filled out and signed by the parent, is on file and accessible in the center.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Child information cards are updated annually or when changes occur.
<input type="checkbox"/>	<input type="checkbox"/>	(3) At the time of initial attendance, 1 of the following is obtained and kept on file and accessible:
<input type="checkbox"/>	<input type="checkbox"/>	(a) A certificate of immunization showing a minimum of 1 dose of each immunizing agent specified by DCH.
<input type="checkbox"/>	<input type="checkbox"/>	(b) A copy of a waiver addressed to DCH, signed by the parent stating immunizations are not being administered.
<input type="checkbox"/>	<input type="checkbox"/>	(4) After 4 months of attendance, an updated certificate showing completion of all additional immunization requirements is on file unless there is a signed statement by a physician stating immunizations are in progress.
<input type="checkbox"/>	<input type="checkbox"/>	(5) Within 30 days of initial attendance:
<input type="checkbox"/>	<input type="checkbox"/>	(a) For infants and young toddlers: A physical evaluation performed within the preceding 3 months signed by a physician.
<input type="checkbox"/>	<input type="checkbox"/>	(b) For older toddlers and pre-school age: A physical evaluation performed within the preceding year signed by a physician.
<input type="checkbox"/>	<input type="checkbox"/>	(6) Physical evaluations are updated:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Yearly for infants and young toddlers.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Every 2 years for older toddlers and preschoolers.
<input type="checkbox"/>	<input type="checkbox"/>	(7) A signed statement annually that the child is in good health if a parent objects to a physical examination or medical treatment on religious grounds.
<input type="checkbox"/>	<input type="checkbox"/>	(8) The center maintains an accurate daily attendance record, including child's first and last name, arrival and departure time.
<input type="checkbox"/>	<input type="checkbox"/>	(9) Parent's written permission for the child's participation in field trips is obtained and on file.
<input type="checkbox"/>	<input type="checkbox"/>	(10) Parents are notified before each field trip.
		R 400.5111a Accident, injury, illness, death reporting
<input type="checkbox"/>	<input type="checkbox"/>	(1) A verbal report is made within 24 hours of a serious injury or accident/illness or medical condition resulting in emergency medical treatment at a health facility or hospitalization, or death.
<input type="checkbox"/>	<input type="checkbox"/>	(2) A written report is made within 72 hours of a serious injury or accident/illness or medical condition resulting in emergency medical treatment at a health facility or hospitalization, or death. A copy of the report is on file at the center.
		R 400.5111b Health care policies and resources
		A written health care plan is implemented which includes:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Health practices and policies including:
<input type="checkbox"/>	<input type="checkbox"/>	(i) Children and staff hand washing.
<input type="checkbox"/>	<input type="checkbox"/>	(ii) Handling children's bodily fluids.
<input type="checkbox"/>	<input type="checkbox"/>	(iii) Cleaning/sanitizing equipment, toys and surfaces.

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C	V	RULES
<input type="checkbox"/>	<input type="checkbox"/>	(iv) Controlling infection, including universal precautions
<input type="checkbox"/>	<input type="checkbox"/>	(b) Health-related resources.
R 400.5113a Emergency procedures		
		(1) Written procedures for each of the following emergencies:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Fire.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Tornado.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Serious accident, illness, or injury.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Crisis management, including, but not limited to intruders and bomb threats.
<input type="checkbox"/>	<input type="checkbox"/>	(2) The center informs staff of his/her duties and responsibilities in an emergency. Emergency procedures are reviewed with staff at least twice a year.
<input type="checkbox"/>	<input type="checkbox"/>	(3) The center establishes and implements a fire drill program consisting of at least 1 fire drill quarterly.
<input type="checkbox"/>	<input type="checkbox"/>	(4) The center establishes and implements a tornado drill program consisting of at least 2 tornado drills during the months of April to October.
<input type="checkbox"/>	<input type="checkbox"/>	(5) The center posts emergency procedures and evacuation plans in a place visible to staff and parents.
<input type="checkbox"/>	<input type="checkbox"/>	(6) A written log indicating the date and time of fire and tornado drills is on file at the center.
<input type="checkbox"/>	<input type="checkbox"/>	(7) If cribs are used in emergency evacuations, then all doors within the means of egress are wide enough to accommodate the crib evacuation.
R 400.5113b Medication; administrative procedures		
<input type="checkbox"/>	<input type="checkbox"/>	(1) Medication is given by an adult caregiver.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Medication is given or applied with prior written permission from a parent.
<input type="checkbox"/>	<input type="checkbox"/>	(3) All medication is in its original container, stored according to instructions, and clearly labeled for a named child.
<input type="checkbox"/>	<input type="checkbox"/>	(4) Prescription medication has the pharmacy label indicating the physician's name, child's name, instructions, and name and strength of the medication and is given according to those instructions.
<input type="checkbox"/>	<input type="checkbox"/>	(5) All medication is kept out of the reach of children and is returned to the child's parent or destroyed when it is no longer needed or it has expired.
<input type="checkbox"/>	<input type="checkbox"/>	(6) A caregiver administers medication according to the directions on the original container unless authorized by a written order of the child's physician.
<input type="checkbox"/>	<input type="checkbox"/>	(7) Topical nonprescription medication requires written parental authorization annually.
<input type="checkbox"/>	<input type="checkbox"/>	(8) The center maintains a record as to the time and the amount of medication given or applied, except for (7).
R 400.5113c Child illness		
<input type="checkbox"/>	<input type="checkbox"/>	(1) Parents are notified of changes in the child's health, of accidents or injuries, or when a child is too ill to remain in the group.
<input type="checkbox"/>	<input type="checkbox"/>	(2) The center assures that a child too ill to remain in the group is placed in a separate area and is cared for and supervised until the parent arrives.

C	V	RULES
<input type="checkbox"/>	<input type="checkbox"/>	(3) Items and facilities used by the ill child are not used by any other person until thoroughly cleaned and sanitized.
		(4) If the center becomes aware that a child in care has contracted a communicable disease, the center notifies parents of the following:
<input type="checkbox"/>	<input type="checkbox"/>	(a) The name of the communicable disease.
<input type="checkbox"/>	<input type="checkbox"/>	(b) The child may have been exposed.
<input type="checkbox"/>	<input type="checkbox"/>	(c) The symptoms of the disease.
R 400.5114 Information provided to parents		
		(1) A licensee develops a written information packet for parent that includes:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Criteria for admission and withdrawal.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Schedule of operation (hours, days, and holidays).
<input type="checkbox"/>	<input type="checkbox"/>	(c) Fee policy.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Discipline of children.
<input type="checkbox"/>	<input type="checkbox"/>	(e) Nutrition and food service program.
<input type="checkbox"/>	<input type="checkbox"/>	(f) Program philosophy and typical daily schedule.
<input type="checkbox"/>	<input type="checkbox"/>	(g) Health care plan.
R 400.5115 Telephone service		
<input type="checkbox"/>	<input type="checkbox"/>	(1) A land-line telephone is available, operable, and accessible in the building during the hours of operation.
<input type="checkbox"/>	<input type="checkbox"/>	(2) During the hours of operation, the center provides a telephone number to parents to provide immediate access to the center.
<input type="checkbox"/>	<input type="checkbox"/>	(3) Emergency telephone numbers, including 911, fire, police, poison control center, and emergency medical services, are conspicuously posted immediately adjacent to the telephone.
R 400.5116 Indoor space		
<input type="checkbox"/>	<input type="checkbox"/>	(1) Indoor activity space is used by and accessible to each child.
<input type="checkbox"/>	<input type="checkbox"/>	(2)(a) 50 square feet for infants and young toddlers.
<input type="checkbox"/>	<input type="checkbox"/>	(b) 35 square feet for older toddlers to school-age.
		(3) The following indoor space is excluded:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Hallways.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Bathrooms.
<input type="checkbox"/>	<input type="checkbox"/>	(c) Reception and office areas.
<input type="checkbox"/>	<input type="checkbox"/>	(d) Kitchens.
<input type="checkbox"/>	<input type="checkbox"/>	(e) Storage areas and cloakrooms.
<input type="checkbox"/>	<input type="checkbox"/>	(f) Areas used exclusively for resting, sleeping, or eating, except for infants and young toddlers.
<input type="checkbox"/>	<input type="checkbox"/>	(4) The center provides a floor plan of all child use areas to the department. Only space that has received prior approval by the department may be used. Structural changes and unapproved areas are reviewed and approved by the department before use.
R 400.5117 Outdoor play area		
<input type="checkbox"/>	<input type="checkbox"/>	(1) The outdoor play area is considered an outdoor classroom and an extension of the learning environment.
<input type="checkbox"/>	<input type="checkbox"/>	(2) Children use age-appropriate equipment.

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<input type="checkbox"/>	<input type="checkbox"/>	(3) For children in attendance for 5 or more hours there is an outdoor play area of at least 1,200 square feet. More than 1,200 square feet may be required if the minimum amount is not adequate for the safe and accessible use by the number of children cared for
<input type="checkbox"/>	<input type="checkbox"/>	(4) If outdoor space is not adjacent to the center, a park or other outdoor facility may be used.
<input type="checkbox"/>	<input type="checkbox"/>	(a) The area is easily accessible by a safe walking route.
<input type="checkbox"/>	<input type="checkbox"/>	(b) The area is inspected before each use for hazards.
<input type="checkbox"/>	<input type="checkbox"/>	(c) The location of the alternative outdoor play area is specified in writing to the department.
<input type="checkbox"/>	<input type="checkbox"/>	(5) An outdoor play area and all outdoor play equipment is maintained in a safe condition and inspected daily before use for hazards.
<input type="checkbox"/>	<input type="checkbox"/>	(6) The outdoor play area is in a safe location; protected from hazards by a fence/natural barrier at least 48" high.
<input type="checkbox"/>	<input type="checkbox"/>	(7) The outdoor play equipment complies with the guidelines of the Handbook for Public Playground Safety (1997 ed.). Documentation of compliance is provided upon request, and kept on file. Currently licensed centers have until 12-08 to meet this requirement.
<input type="checkbox"/>	<input type="checkbox"/>	(8) Surface materials/use zones comply with the guidelines of the Handbook for Public Playground Safety. In addition:
<input type="checkbox"/>	<input type="checkbox"/>	(a) Protective surfaces are provided in areas where climbing, sliding, swinging is located.
<input type="checkbox"/>	<input type="checkbox"/>	(b) Loose-fill surfacing material is not installed over concrete.
<input type="checkbox"/>	<input type="checkbox"/>	(c) A suitable surface is provided for children's wheeled vehicles and pull toys, if applicable.

C	V	RULES
<input type="checkbox"/>	<input type="checkbox"/>	(9) The compressed depth of the surface material is based on the critical fall height of the equipment. All the following apply:
<input type="checkbox"/>	<input type="checkbox"/>	(a) 6 inches of surfacing material for equipment with a critical fall height of up to 7 feet.
<input type="checkbox"/>	<input type="checkbox"/>	(b) 9 inches of surfacing material for equipment with a critical fall height of 7 feet to 10 feet.
<input type="checkbox"/>	<input type="checkbox"/>	(c) When sand is used as a surfacing material, 12 inches of sand for equipment with a critical fall height of 5 to 10 feet.
<input type="checkbox"/>	<input type="checkbox"/>	(10) Loose-fill surface material is restored to its required depth when it has moved or become packed.
<input type="checkbox"/>	<input type="checkbox"/>	(11) Trampolines are prohibited.
<input type="checkbox"/>	<input type="checkbox"/>	(12) There is a shaded area in the summer to protect against excessive sun exposure.
<input type="checkbox"/>	<input type="checkbox"/>	(13) Currently licensed centers have until 12-07 to comply with subrules (8) and (9).
<input type="checkbox"/>	<input type="checkbox"/>	(14) School-age child care centers operating in school buildings are exempt from subrules (7), (8), and (9) of this rule, provided the licensee informs parents, in writing, if it uses an outdoor play area/equipment that does not comply with this rule.
		R 400.5118 Rule variances
<input type="checkbox"/>	<input type="checkbox"/>	(1) Upon written request, the department may grant a variance from an administrative rule if the alternative proposed provides clear and convincing evidence that the health, welfare, and safety of the children is protected.
<input type="checkbox"/>	<input type="checkbox"/>	(2) The decision of the department is kept on file with the licensee.
<input type="checkbox"/>	<input type="checkbox"/>	(3) The granted variance may remain in effect for as long as the licensee complies with the conditions of the variance or may be time-limited

NOTES:

Instructions for use:

Use to make notes and observations during the inspection.

Verbally discuss cited rule violations with the licensee/designee at the exit conference.

Discard once this information has been included in the appropriate report.